



DEPARTMENT OF THE AIR FORCE
HQ AIR INTELLIGENCE AGENCY



AIA SUPPLEMENT 1
AFI 91-204
12 May 1996

Safety

INVESTIGATING AND REPORTING US AIR FORCE MISHAPS

NOTE: AFI 91-204, 22 July 1994, is supplemented as follows: This supplement applies to Air Intelligence Agency (AIA) directorates and major staff offices. It also applies to the commanders at the AIA wing, centers, groups, and units; functional managers, supervisors, and personnel worldwide who are responsible for investing and reporting all United States Air Force Mishaps. It does not apply to AIA-gained Air National Guard or Air Force Reserve units. Send AIA unit instructions and supplements to AFI 91-204, AIA supplement 1, to HQ AIA/SE, 102 Hall Blvd, Ste 203, San Antonio TX 78243-7027.

SUMMARY OF REVISIONS

Aligns AIA Supplement 1 to AFI 91-204. Implements utilization and revisions of the AIA Form 68, **Ground Mishap Report/Worksheet**. Specifies reporting criteria, timeliness and formats for mishap reports and end-of month AF Form 740, **Ground Mishap and Safety Education Summary (LRA)**, reports. Clarifies responsibilities for safety professionals at the wing, centers, and groups. Provides guidance pertaining to Class D mishaps, and how to complete and dispose of AF Form 739, **Occupational Injuries and Illness Log for Civilian Personnel (LRA)**.

Part 1-All Mishap Investigations

Chapter 4

(Added) Ground Mishap Report/Worksheet 4.14

Part 1

ALL MISHAP INVESTIGATIONS

Chapter 1

1.4.2.1. (Added) The commanders of the wing, centers, and groups are designated investigating commanders and appointing authorities for assigned ATA **Class A and Class B** flight, ground, and explosive mishaps. All formal investigations are directed by the convening authority, the Commander (AIA/CC), the Chief of the Safety Office (HQ AIA/SE). HQ AIA/SE also assists in the investigations as required.

1.4.2.2. (Added) The investigating commander and appointing authority for all AIA-gained unit ground, explosive, and flight mishaps is the Air National Guard Reserve Center (ANGRC/CF) or the Commander, Air Force Reserve Command Center (HQ AFRES/CC). The investigating commander and appointing authority for **Class A** flight and ground mishaps is the gaining Nonappropriated Fund Civilian or Numbered Air Force (NAF) commander. The assistant to the commander for reserve forces at NAF coordinates with the NAF safety staff, ANGRC, and HQ AIA/ SE for selecting and appointing ANG or USAFR personnel to mishap boards. In the absence of the reserve forces' assistant, the Director of Reserve Affairs (HQ AIA/RE) accomplishes the coordination. The ANGRC investigates all organizational support aircraft mishaps occurring in AIA-gained units.

1.13.2. Upon receipt of any request for disclosure and testimony regarding a safety issue (mishap, hazard, etcetera), AIA personnel should contact HQ AIA/SE, 102 Hall Blvd Suite 203, San Antonio TX 78243-7027. For additional guidance refer to AFI 91-204, chapter 1.

1.13.5.2.1. HQ AIA/SE obtains sanitized copies of **Class A** final progress reports from the Air Force Safety Center, Data Operations and Analysis Branch (HQ AFSC/SECD), and forwards them to the appropriate AIA units for

contractor use. Units requiring sanitized **Class C** or high accident potential (HA,P) reports submit requests through HQ AIA/SE.

Chapter 3

3.2.6.3. (Added) If the Occupational Safety and Health Administration (OSHA) visits or conducts a separate investigation, units provide OSHA **with** a complete in-brief and notify the host installation safety office and safety offices at the responsible wing, centers, or groups. The safety offices at the wing, centers, or groups immediately notify HQ AIA/SE of OSHA plans. HQ AIA/SE notifies appropriate HQ AIA major staff offices and HQ AFSC/SEG (HQ Air Force Safety Center, Safety Ground Division).

3.3.3. The investigating commander is the approval authority for using special services and equipment and is responsible for funding these requirements.

3.7.2.1. When the wreckage is no longer relevant for safety investigators, litigation purposes, or other administrative proceedings, contact the nearest United States Air Force, Staff Judge Advocate (USAF/JA), to obtain permission for disposal.

3.9.1. The unit safety office requests technical assistance through the safety offices at the wing, centers, or groups. Request technical assistance through HQ AIA/SE prior to coordinating with HQ AFSC. If the safety investigator requires technical assistance on human factors, the investigating commander safety staff coordinates with the Surgeon General (HQ AIA/SG) and HQ AIA/SE.

3.15.2. Identify AIA units by unit and two-digit level of responsibilities; for example, the office of primary responsibility (OPR) in the Directorate of Operations uses "HQ AIA/DO." For units at non-AIA locations, assign the OPR by unit designation, for example, HQ AETC, HQ AFMC.

Chapter 4

4.3.1. Message reports are required for **Class A and Class B** flight, explosive, or ground mishaps. The safety staff at the wing, centers, and groups experiencing mishaps assist in preparing message reports. The operational commander transmits or faxes a message report -within 4 hours after the mishap directly to HQ ATA/SE at defense switched network (DSN) 969-2887, commercial (210) 977-2887. Provide an information copy to the appropriate intermediate agency safety office (see attachment 3).

4.3.2. In addition to AFI 91-204 requirements, AIA requires units to transmit a completed AF Form 740 by routine message, an e-mail, or a facsimile to the safety offices at the responsible wing, centers, or groups no later than (NLT) 7 calendar days following the end of the reporting period.

NOTE: The 544th Intelligence Group (544 IG) and the 497th Intelligence Group (497 IG) transmit this information directly to HQ AIA/SE.

4.3.4. (Added) Telephone and Facsimile Reports. The following telephone and facsimile reports are required for AIA active units:

- **Class A and Class B** Flight-Related, Explosive, or Ground Mishaps:
 - The appropriate unit authority submits a telephone report to HQ AIA/SE NLT 4 hours after learning of the mishap. Normal duty hours are 0800-1700 eastern standard time (EST); for nonduty hours contact the Air Force Information Warfare Center, Information Operations Central (AFIWC/IOC).
 - **Class C** On-Duty Ground Mishaps. Each safe office for the wing, centers, and groups establishes procedures to ensure HQ AIA/SE is notified by telephone on **Class C** on-duty mishaps. When the mishap warrants immediate higher headquarters interest or action and involves unusual circumstances, notify HQ AIA/SE during normal duty hours (see attachment 3).

NOTE: Do not delay the report for lack of information.

4.8.1.2. Include HQ AIA/SE in the message address on all ground mishap reports.

4.8.2.3. All AIA unit safety representatives (CUSR) contact their host (support) base safety office to obtain mishap control numbers (MCN).

Figure 4.2, Item 7.1.2. Give the complete chain of command for personnel and equipment, List all intermediate commands.

Figure 4.2, Item 8. Identify all persons involved and the degree of injury, including man-days lost on **Class A** ground mishaps. Explosive mishaps caused by personnel, list the individual by duty title, time in Air Force specialty code (AFSC), and last certification and, or training date.

4.14. (Added) Reporting Ground Mishaps. All units utilize AIA Form 68 to record and document "reportable" **Class C** on-duty and off-duty mishaps, **Class D** mishaps, and first aid incidents. The immediate supervisor completes the AIA Form 68 and forwards the form to the USR. The USR maintains the form for 36 months. Internal mishap processing criteria and timelines are determined by the safety office at the wing, centers, or groups.

Chapter 5

5.2. All AIA units investigate and formally report "reportable" **Class A, Class B, and Class C** mishaps (see AFI 91-204, chapter 2). The safety offices at the wing, centers, and groups establish formal processes to receive, evaluate, and forward formal mishap reports to HQ AIA/SE. The 497 IG and 544 IG report all mishaps directly to HQ AIA/SE.

5.2.1. Safety offices at the wing, centers, and groups utilize the Aerospace Safety Automation Program (ASAP) as the mechanism to formally report all "reportable" mishaps.

5.2.2. The safety offices at the wing, centers, and groups forward mishap reports to HQ AIA/SE to be included in the agency end-of-the-month report to HQ AFSC. The wing, centers, and groups forwarding formal ASAP mishap reports, ensure messages and reports arrive NLT 5 working days following the preceding month.

5.3. Submit requests for waivers to formal reports through the appropriate safety office and investigating authority at the wing, centers, or groups. The safety officer and investigating authority submit requests, by letter, to HQ AIA/SE.

Chapter 6

6.3.1. Formal reports are endorsed by the organization that is accountable for the mishap. For ground mishaps, the commanders at the wing, centers, or groups, if applicable, endorse the report. Forward the command endorsement from the unit to the gained NAF/SE, HQ AIA/SE, ANGRC, or HQ AFRES (as applicable), and to HQ AFSC/SECI for ANG and USAFR formal reports.

6.3.5. (Added) The unit commander endorses the report and forwards it to the chief of safety at the wing, center, or group level. HQ AIA/SE receives the report NLT 60 calendar days from the date of the mishap.

6.6.3. Report the status of open recommendations for **Class A** and **Class B** explosive mishaps to HQ AIA/SE, NLT 31 March and 30 September and immediately upon closure.

Part 2

SPECIFIC SAFETY DISCIPLINE REPORTING

Chapter 7

7.4.7.12. Report physiological mishaps involving AIA personnel through installations that own aircraft. Provide information copies of physiological reports through the group and wing to IIQ AIA/SE and HQ ATA/SG. Coordinate with the host base flight safety office on reporting procedures and how to obtain copies of the reports.

Chapter 10

10.1.1. Mishaps or property damage resulting from M3 or M4 (Emergency Incendiary Document Destroyer) are classified as explosive mishaps and require formal investigations and reporting according to AFI 91-204, chapter 10.

10.2. Immediately forward explosive mishaps to the safety offices at the wing, centers, and groups and the nearest base weapons safety office.

10.4.1. Unit explosive safety personnel coordinate with the host and support installations when preparing and transmitting required messages and formal reports. Include AIA wing, group, and HQ AIA/SE as message addressees for any messages transmitted by the US Air Force host and support base safety office.

10.4.2. Include AIA wing, group, and HQ AIA/SE on all messages generated or transmitted by US Air Force host or support base safety office.

Chapter 11

11.4.1.1.1. Units experiencing a **Class A or Class B** ground mishap notify the wing, centers, and groups NLT 4 hours after notification of preliminary report (see attachment 3). Contact the nearest Air Force installation and request assistance from the installation safety office. The host or support base assists units in preparing and transmitting mandatory messages Utilizing the A SAP.

11.4.1.1.1.1. (Added) When AIA units are not located on an Air Force installation and are geographically-separated from then- Air Force host (support) base, or when the host base safety- officials are unable to access sensitive compartmented information (SCI) locations, the affected unit coordinates directly with the AIA wing, center, or group safety office and requests a qualified mishap investigator to respond and conduct the formal investigation. HQ AIA/IS provides additional assistance as needed. Only qualified safety professionals (AFSC ISOXO and Job Series (GS- 018) are authorized to conduct, investigate, and report **Class A and Class B** mishaps.

11.4.1.1.2. Include the safety offices at the ATA wing, centers, groups and HQ AIA/SE as information addressees on all preliminary, supplemental, and final messages.

11.4.1.2. The USRs are authorized to investigate and report **Class C** mishaps. Mishap reports are formally investigated and reported (routed) to the safety offices at the wing, centers, and groups. The safety offices at the wing, centers, and groups establish timelines and procedures for receiving mishap reports from all subordinate organizations (for example; squadrons, detachments, and operating locations). The AIA organizations physically located within the San Antonio area report mishaps directly to the 67th Intelligence Wing, Safety Office (67 IW/SE). The AIA units not under the direct support of a wing, center, or group safety office report the mishaps directly to HQ AIA/SE.

NOTE: Formal **Class C** mishaps are investigated by qualified safety professionals, at the discretion of HQ AIA/CC, HQ AIA/SE, and the responsible wing, center, or group safety office.

11.4.1.3. The USR investigates and records on-duty **Class D** mishaps and first aid injuries using AIA Form 68 and AF Form 739, **Occupational Injuries and Illness Log for Civilian Personnel**. AF Form 739 is forwarded to the designated host support base safety office. AIA Form 68 and AF Form 739 are maintained by the USR for 36 months. Periodic reviews are recommended to identify trends and potential mishap areas and situations. The safety offices at the wing, centers, and groups are authorized to deviate from utilizing the AIA Form 68.

NOTE: All AIA civilian personnel **Class D** injuries are logged on AF Form 739.

11.4.3.1. Units experiencing a **Class A or Class B** off-duty mishap notify, the nearest USAF installation, base safety office, the responsible wing, centers, or groups, and HQ AIA/SE, NLT 4 hours after notification. The AIA units ensure the host Air Force base safety offices include the AIA wing, centers, groups, and HQ AIA/SE on message addresses and formal reports.

11.4.3.2. All AIA units develop procedures for identifying assigned military personnel who experience or suffer a **Class C** off-duty mishap. The AIA units comply with the procedures, timeliness and criterions established by the

safety offices at the wing, centers, and groups. All mishaps are promptly forwarded to the responsible wing, centers, groups, and HQ AIA/SE (when applicable),

11.4.3.1.1. (Added) USRs are authorized to investigate and formally report **Class C** on-duty and off-duty mishaps. USRs solicit assistance from the Air Force host base when conducting mishaps. AIA units not located on Air Force installations or geographically separated from the host base contact the safety office of the responsible wing, centers, or groups, when necessary.

11.4.3.2.1. Qualified safety professionals utilize the Air Force ASAP when reporting mishaps.

11.8.2.2. The USRs at the safety offices of the wing, centers, and groups establish procedures for maintaining all mishap reports regardless of Class (for example; A, B, C, and D) and first aid injuries.

11.8.2.3. Unit safety personnel solicit investigative and formal reporting support from Air Force host base safety offices. Unit safety personnel maintain copies of all reportable and nonreportable mishap investigations. Data is utilized to identify possible trends, hazardous locations, and unsafe personnel or equipment.

11.8.3.1. The safety offices at the wing, centers, and groups determine mishap investigative responsibility, with approval from HQ AIA/SE. The investigative authority is responsible for preparing and transmitting the appropriate ASAP reports.

11.9. All safety offices at the wing, centers, and groups establish procedures to collect and transmit mishap data to HQ AIA/SE. This data is transmitted NLT 5 working days following the preceding month (for example; The summary date for January, is transmitted NLT 5 February)

11.10. All units experiencing loss of life or property damage as a result of fire notify the responsible safety office at the wing, center, or groups, and HQ AIA/SE within 4 hours of occurrence. The commander or unit safety personnel coordinate with the host installation fire department to conduct any formal investigation and, or, report. AIA units not located on US installations contact the wing, centers, or groups for assistance. Use the format in attachment 3.

JERRY S. PILKINGTON, Brig Gen, USAF
Vice Commander

SAFETY FOUR-HOUR TELEPHONE AND FACSIMILE REPORT FORMAT

Use this format for message reports of Class A and Class B flight, explosive, or ground mishaps.

Telephone numbers include: HQ ATA/SE. DSN 969-2893, Commercial--(210) 977-2893, Facsimile—DSN 969-2887 (Unclassified), Commercial (210) 977-2887.

NOTE: Do not delay telephone reports if all the information is not available.

A3.1. Unit Reporting Mishap:

A3.2. Report Number:

A3.3. On-Duty or Off-Duty:

A3.4. Mishap Class (A or B):

A3.5. Mishap Category (ground, explosive, and flight-related):

A3.6. Mishap Subcategory (industrial, PMV, SPV. etcetera):

A3.7. Personnel Involved:

#1

#2

#3

A3.7. 1. Name:

A3.7.2. Rank and Grade:

A3.7.3. Position and Title:

A3.7.4. Injury:

A3.7.5. Days Lost:

A3.7.6. Age:

A3.7.7. AFSC:

A3.7.8. SSAN (Include only if reporting Class A and, or, Class B mishaps. Include the "Privacy Act" statement.):

A3.8. Property Damaged (if applicable):

A3.9. Narrative Description of Mishap:

A3. 10. Reported By and Telephone Number:

A3.1.1. Date and Time (local) of Mishap:

A3.12. Local Time and Zone:

A3.13. GMT:

A3.14. Dawn, Dusk, Day, or Night:

A3.15. Location of Mishap (include coordinates):

A3.16. Equipment Involved (if applicable, include MDS and NBR):

A3.16.1. Damage:

A3.16.2. Nomenclature:

A3.17. Other Government Property:

A3.18. Private Property:

A3.19. Narrative Description of Mishap:

A3.20. Investigating Officer or Noncommissioned Officer:

A3.20.1. Name and Rank:

A3.20.2. Duty Title:

A3.20.3. Telephone Number Where Investigative Officer Can Be Reached:

A3.21. Mishap Unit Commander (name and rank):

A3.23. Reported By. (include name, rank, duty title. and telephone number):

NOTE: If items are estimated, specify as such and report the accurate information in an 8-hour or 72-hour report.